

NOTICE OF FUNDING AVAILABILITY

Community Development Block Grant Program
Economic Development Allocation

CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT
2000-2001



STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Community Affairs
Community Development Block Grant Program (CDBG)
P.O. Box 952054, MS 390-2
Sacramento, California 94252-2054

Telephone: (916) 445-6000
Fax: (916) 323-6016
Website: <http://housing.hcd.ca.gov>

STATE OF CALIFORNIA
GRAY DAVIS, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY
MARIA CONTRERAS-SWEET, SECRETARY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
JULIE BORNSTEIN, DIRECTOR

Division of Community Affairs

William J. Pavão, Deputy Chief

Community Development Block Grant Program

John Turner, Program Manager
Teresa Errington, Program Secretary

Program Staff

James Bishop
Sinetta T. Farley
Jack Mahan
Janet Myles

NOTICE OF FUNDING AVAILABILITY

STATE OF CALIFORNIA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ECONOMIC DEVELOPMENT ALLOCATION CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT 2000-2001

TABLE OF CONTENTS

	Page Number
1. Funding Notice	1
2. Changes for the year	1
3. Uses of Funds	1
4. Application Dates and Details	2
5. Funding Limits 3	
6. Eligible Applicants	4
7. Eligible Activities	4
8. Program Requirements	5
9. Evaluation Criteria and Point Scoring	6
10. General Administration Costs	7
11. Public Hearings7	
12. Statement of Assurances	7
13. Public Records Act	7

APPENDICES

	Page Number
A. Eligible Jurisdictions and CDBG Economic Development Staff Assignments	9
B. Public Hearings Requirement	16
APPLICATION PACKAGE REQUEST FORM	20

1. FUNDING NOTICE

The Department of Housing and Community Development (Department) announces the availability of approximately \$7.7 million for the 2000-2001 funding cycle of the California Community Economic Enterprise Fund ("Enterprise Fund" or "EF") Component of the State Community Development Block Grant (CDBG) Program's Economic Development Allocation. There is a separate funding notice for the Over the Counter (OTC) Component. Other funding notices have been issued for the General/Native American Allocation and the Planning/Technical Assistance Allocation. Contact the Program secretary for information about other notices (see page 2 for address and telephone information).

Authorizing Legislation and Regulations.

The Program is authorized by the Housing and Community Development Act of 1974 (the "Act") as amended¹, and Subpart I of the Federal Community Development Block Grant Regulations.² The requirements of the State Program are in the State CDBG Regulations, Title 25 of the California Code of Regulations, Section 7050, et seq.

Application Package.

The Application Package [and Training Manual](#) is a separate document. [The Application contains the required forms for application submittal. The Training Manual contains detailed descriptions of the requirements. Please refer to these documents to prepare your application. IF YOU ARE INTERESTED IN COMPETING FOR FUNDING, YOU MUST REQUEST THE APPLICATION AND TRAINING MANUAL PACKAGE FROM THE CDBG PROGRAM.](#) To obtain an application [and training manual](#) package, please fax/mail the form attached at the end of this NOFA or call your Economic Development Specialist. [Use of the form is encouraged to assure accuracy of mailing information.](#)

2. CHANGES FOR THIS YEAR

The 2000 application submittal, review and funding procedures will be unchanged from the 1999 procedures. The application workshops will detail these procedures. The workshops will be given at locations around the State in July 2000. (See workshop locations and dates in the cover memorandum.

3. USES OF FUNDS

Under the Enterprise Fund program component, grant funds are competitively allocated to jurisdictions, which may use the funds for:

- Business Loans
- Infrastructure Assistance Activities
- Microenterprise Assistance Activities

¹ Title I of the Housing and Community Development Act of 1974 as amended. 42 U.S.C. 5301 et seq., Federal Omnibus Budget Reconciliation Act of 1981 (Public Law 97 -35).

2. 24 CFR, Part 570, Subpart I.

Typical activities that are funded under an Enterprise Fund grant as listed under Item 7, below. The grant funds are reserved by the Department for use by the grantee with individual project funding decisions being made by the jurisdictions. Individual project funding decisions are made by the jurisdiction.

4. APPLICATION DATES AND DETAILS

a. Key dates:

NOFA release:	June 12, 2000
Application release:	June 28, 2000
Final Filing Date:	September 8, 2000

Applications must be received by 4:00 p.m. at the Department, or postmarked by the final filing date.

Award Announcement:	November 27, 2000
---------------------	-------------------

b. Number of copies: Original and two (2) copies, with all required attachments.

c. Mail to: State Community Development Block Grant Program
California Dept. of Housing and Community Development
P.O. Box 952054, MS 390-2
Sacramento, CA 94252-2054

Deliver 1800 Third Street, Room 390
to: Sacramento, CA 95814

Telephone: (916) 445-6000 (Program Secretary)

Fax: (916) 323-6016

d. Application workshops.

The Department will present one-day information workshops in several locations within the State. These workshops will be held after the release of the Application. The workshops will include a brief overview of the State Program, a discussion of the application evaluation criteria, and general information regarding the major Federal and State overlay requirements which may affect your program design. The Program provides more in-depth training to successful applicants through annual Grant Management training workshops.

The application workshops will focus on the requirements for application preparation and submission. Eligible applicants who wish to attend a workshop should review this NOFA and the Application and come prepared with questions and ideas for preparing an application. Information about the workshop dates, times, and locations are included in the cover memorandum.

e. Application review process.

The application will first be reviewed for completeness. In order to be considered complete, an application shall contain the information requested in the application. Complete applications will be rated based on the criteria in Section 8 of the NOFA. If the application is incomplete, the application will not be rated nor ranked. The applicant will be informed within 30 days from receipt of the application with a written explanation of the deficiencies.

f. Award Decision.

Staff recommends funding awards to the Director of the Department of Housing and Community Development based on the ranking of the rated applications. The Director's funding decision is made approximately eighty (80) days from the application's final filing date.

fg. Awards processing.

All funded applications will be processed through a standardized Grant Agreement (Agreement). The Agreement will contain information about the terms and special conditions of the award. Special conditions will have to be met within ninety (90) days of the State's execution of the Agreement (stamped approval date). If the conditions are not met, the Department will terminate the Agreement. Applicants are not permitted to incur any grant-related costs prior to the approval date stamped on the Agreement. Information about processing times and authorization requirements will be provided at the time the Agreement is sent to the grantee.

g.h. Whom to contact for further information.

For further information, please call your CDBG Economic Development Specialist (see Appendix A), or the CDBG Program Secretary at (916) 445-6000; fax number (916) 323-6016.

5. **FUNDING LIMITS**

Maximum award limits.

- a combined total of \$800,000 per year under both the Economic Development and General/Native American components³
- \$500,000 per application, per year, for the Economic Development and General/Native American components
- \$35,000 per year for the Economic Development and \$35,000 per year for the General/Native American Planning and Technical Assistance components

3. Not counted toward this total are awards for Planning and Technical Assistance, Colonias, and the Native American Allocations.

6. ELIGIBLE APPLICANTS

In general, incorporated cities under 50,000 population and counties with an un - incorporated area population of under 200,000 persons are eligible to participate in the State CDBG Program. Eligible cities and counties may apply for all available funds. The following exceptions apply:

- a. If a city under 50,000 population has entered into a three-year urban county Cooperation Agreement with the U.S. Department of Housing and Urban Development (HUD), that city cannot participate in the State CDBG Program until the expiration of the agreement.
- b. If a city under 50,000 population has been declared the central city of a Standard Metropolitan Statistical Area, it cannot participate because it is entitled to receive CDBG funds directly from HUD.

NOTE: Applicants please take note of the following threshold factor .

An application must meet the following condition to be accepted for consideration for funding:

The applicant shall have resolved any audit findings or performance problems for prior State CDBG grants awarded under this program. The Department may waive this requirement when:

- such problems or findings result in no obligation to return funds to the State;
- arrangements satisfactory to the State have been made for repayment or performance; or
- a formal action to resolve the matter has been taken.

Some jurisdictions may be held out from receiving funds if there are unresolved findings from monitoring of prior CDBG grants. If you are unsure of your status, contact your Economic Development Specialist for guidance.

7. ELIGIBLE ACTIVITIES

Typical eligible activities that may be funded from a jurisdiction's Enterprise Fund include:

- a. construction loans (business/developer);
- b. equipment purchase loans (business/developer);
- c. working capital loans (business/developer);
- d. land acquisition loans (business/developer);
- e. loans for privately owned on-site improvements (business/developer);
- f. loans for business start-ups (business);
- g. loan guaranties (business/developer);
- h. grants for publicly owned infrastructure/off-site improvements;
- if. microenterprise assistance activities.

Other funding activities may also be eligible. Contact your Economic Development Specialist prior to submitting an application for an activity not listed above.

Note: Not all costs are eligible for CDBG purposes. The timing of expenditure of project activity funds can also affect the eligibility of costs for reimbursement. Applicants are advised to contact their Economic Development Specialist in advance for confirmation of the allowable uses of funds.

8. PROGRAM REQUIREMENTS

a. Each activity must meet at least one of three national objectives:

- 1) Benefit to the Targeted Income Group (TIG). At least 51% of the jobs created or retained by an activity or persons benefiting from the activity must benefit the TIG. The Targeted Income Group, which includes "lowest Targeted Income Group (LTIG)," is based on a county's median income limit adjusted for family size, which is provided annually by HUD. TIG is 80% and below of the adjusted county median family income. LTIG is 50% and below of the adjusted county median family income.

~~Microenterprise Assistance Activities All participants must be qualified Targeted Income Group members. Their~~ TIG eligibility may be established by any one of the following methods:

- Income Screening
- Limited Clientele
- Area Benefit

- 2) Aid in the prevention or elimination of slums or blight. [See the Enterprise Fund Training Manual for additional information.](#)
- 3) Meet a community development need having a particular urgency. [See the Enterprise Fund Training Manual for additional information.](#)

Note: Applicants are advised to contact their Economic Development Specialist in advance of submitting an application that meets a national objective other than benefit to TIG.

b. Housing Element compliance

Applicants are required to submit their Housing Element self certification with their application. CDBG will not reject an application based on either the content of the housing element or the Department's findings on the element, except as may otherwise be provided in Section 50830 of the Health and Safety Code.

The housing element requirement for award of grant funds are in Section 7056(b)(1) of the Program's Regulations. Housing element compliance requirements are in the Government Code, Title 7, Division 1, Chapter 3, Article 10.6, beginning with Section 65580. Examples of Housing Element certification language are provided in the application package.

c. Growth Control

Pursuant to Health and Safety Code Section 50830, no city or county is eligible to receive CDBG funds if the city or county has adopted a general plan, ordinance, or other measure which directly limits, by number, the building permits that may be issued for residential construction, or the building lots which may be developed for residential purposes. However, this provision shall not be applicable to:

- 1) an ordinance adopted by a city or county which does any of the following:
 - a) imposes a moratorium to protect the public health and safety on residential construction for a specified period of time if, under the terms of the ordinance, the moratorium will cease when the public health and safety is no longer jeopardized by the construction;
 - b) creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c) was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
- 2) a city or county which has a housing element that the Department has found to be adequate pursuant to subdivision C of Section 65585 or Section 65586 of the Government Code at the time the city or county applies for funds under the State CDBG Program, unless a final court order has found that such housing element is not in compliance with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

d. Performance criteria

The Program will evaluate performance with prior CDBG ED Allocation grants to ensure that the intended benefits from these funds are likely to be realized by the beneficiaries.

9. APPLICATION EVALUATION CRITERIA AND POINT SCORING

Program Evaluation Criteria

All applications are given quantitative ratings and ranked against each other. In rating joint applications, information for the combined needs of all participating jurisdictions are used for the purpose of evaluating these applications. A maximum score of 100 points are assigned according to the following criteria and are allocated as follows:

Factor	Maximum Points
Need for Program	30
Local Program Capacity	50
Program Effectiveness	20
Total Points	100

The Training Manual provides specific explanation of these criteria and examples of how to apply the criteria to specific activities.

10. GENERAL ADMINISTRATION COSTS

Grantees are limited to 7.5% of the total grant amount for General Administration expenses. In addition, grantees are allowed up to 10% of the Activity Budget ([application amount less the general administration amount](#)) for Activity Delivery costs.

11. PUBLIC HEARINGS

CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to HCD. The first hearing must be held during the program design stage. The second hearing must be held before the application is sent to HCD.

See Appendix B for more information about the public hearings requirement.

12. STATEMENT OF ASSURANCES

a. Applicable laws and regulations/applicant certification

Federal and State statutes, regulations, and Executive Orders apply to the CDBG program. Some pertain to all local CDBG activities such as audits and procurement standards. Other are specific to certain activities, such as relocation law and labor standards.

By State regulation, 25 California Code of Regulations Section 7070 (c)(3), applicants must submit a certification signed by the Chief Executive Officer. This certification must provide assurances that the jurisdiction and all sub-recipients will comply with all State and federal requirements.

The Statement of Assurances must be signed by the jurisdiction's Chief Executive Officer, regardless of any signatory designation in the governing body's resolution authorizing submission of the application.

b. Responsibility for compliance

Grantees are responsible for complying with State, Federal, and applicable local laws and regulations that apply to the expenditure of State CDBG funds.

13. PUBLIC RECORDS ACT

Applications and grant agreements are public information and are available for review by the public. Applicants are advised that information submitted to the State may have to be made available to the public under the State Public Records Act unless an exemption under this Act applies to the information submitted and the applicant establishes a valid claim of confidentiality under such exemption.

APPENDICES

- A. Eligible Jurisdictions and CDBG Economic Development Staff Assignments
- B. Public Hearings Requirement

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

APPENDIX A

ELIGIBLE JURISDICTIONS AND CURRENT ECONOMIC DEVELOPMENT STAFF ASSIGNMENTS

Economic Development Staff

John Turner, Program Manager (916) 445-6000

[Jturner@hcd.ca.gov](mailto:jturner@hcd.ca.gov)

Teresa Errington, Program Secretary (916) 445-6000

Terringt@hcd.ca.gov

James Bishop (916) 327-3582

[Jbishop@hcd.ca.gov](mailto:jbishop@hcd.ca.gov)

Sinetta T. Farley (916) 327-2856

Sfarley@hcd.ca.gov

Jack Mahan (916) 323-9714

Jmahan@hcd.ca.gov

Janet Myles (916) 322-0877

Jmyles@hcd.ca.gov

Eligible Jurisdictions and Staff Assignments

ALPINE COUNTY

Janet Myles

AMADOR COUNTY

Janet Myles

Amador City

Ione

Jackson

Plymouth

Sutter Creek

BUTTE COUNTY

Sinetta T. Farley

Biggs

Gridley

Oroville

CALAVERAS COUNTY

Janet Myles

Angels Camp

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

COLUSA COUNTY Colusa Williams	Sinetta T. Farley
*CONTRA COSTA COUNTY Pittsburg	Jack Mahan
DEL NORTE COUNTY Crescent City	Jack Mahan
EL DORADO COUNTY Placerville South Lake Tahoe	Janet Myles
*FRESNO Fowler Huron Mendota Orange Cove San Joaquin	James Bishop
GLENN COUNTY Orland Willows	Sinetta T. Farley
HUMBOLDT COUNTY Arcata Blue Lake Eureka Ferndale Fortuna Rio Dell Trinidad	Jack Mahan
IMPERIAL COUNTY Brawley Calexico Calipatria El Centro Holtville Imperial Westmorland	James Bishop
INYO COUNTY Bishop	James Bishop

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

*KERN COUNTY	James Bishop
Delano	
Maricopa	
Ridgecrest	
Taft	
Wasco	
KINGS COUNTY	James Bishop
Avenal	
Corcoran	
Hanford	
Lemoore	
LAKE COUNTY	Jack Mahan
Clearlake	
Lakeport	
LASSEN COUNTY	Sinetta T. Farley
Susanville	
*LOS ANGELES COUNTY	James Bishop
Avalon	
Bradbury	
Hermosa	
Hidden Hills	
Industry	
Palos Verde Estates	
Vernon	
MADERA COUNTY	James Bishop
Chowchilla	
MARIPOSA COUNTY	James Bishop
MENDOCINO COUNTY	Jack Mahan
Fort Bragg	
Point Arena	
Ukiah	
Willits	

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

MERCED COUNTY	James Bishop
Atwater	
Dos Palos	
Gustine	
Livingston	
Los Banos	
MODOC COUNTY	Sinetta T. Farley
Alturas	
MONO COUNTY	James Bishop
Mammoth Lakes	
MONTEREY COUNTY	<u>James Bishop</u>
Carmel	
Del Rey Oaks	
Gonzales	
Greenfield	
King City /	
Marina	
<u>James Bishop</u>	
Pacific Grove	
Sand City	
Soledad	
NAPA COUNTY	Jack Mahan
American Canyon	
Calistoga	
St. Helena	
Yountville	
NEVADA COUNTY	Janet Myles
Grass Valley	
Nevada City	
Truckee	

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

PLACER COUNTY	Janet Myles
Auburn	
Colfax	
Lincoln	
Loomis	
Rocklin	
PLUMAS COUNTY	Sinetta T. Farley
Portola	
*RIVERSIDE COUNTY	James Bishop
Canyon Lake	
Rancho Mirage	
Indian Wells	
SAN BENITO COUNTY	James Bishop
Hollister	
San Juan Bautista	
*SAN LUIS OBISPO COUNTY	James Bishop
Arroyo Grande	
Morro Bay	
*SAN MATEO COUNTY	James Bishop
Atherton	
SANTA BARBARA COUNTY	James Bishop
Buellton	
Carpinteria	
Guadalupe	
Solvang	
SANTA CRUZ COUNTY	James Bishop
Capitola	
Scotts Valley	
SHASTA COUNTY	Sinetta T. Farley
Anderson	
Shasta Lake	

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

SIERRA COUNTY
Loyalton

Sinetta T. Farley

SISKIYOU COUNTY
Dorris
Dunsmuir
Etna
Fort Jones
Montague
Mount Shasta
Tulelake
Weed
Yreka

Jack Mahan

SOLANO COUNTY
Benicia
Dixon
Rio Vista
Suisun City

Jack Mahan

STANISLAUS COUNTY
Ceres
Hughson
Newman
Oakdale
Patterson
Riverbank
Waterford

Janet Myles

SUTTER COUNTY
Live Oak

Janet Myles

TEHAMA COUNTY
Corning
Red Bluff
Tehama

Sinetta T. Farley

TRINITY COUNTY

Jack Mahan John Turner

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

Eligible Jurisdictions and Staff Assignments

TULARE COUNTY	James Bishop
Dinuba	
Exeter	
Farmersville	
Lindsay	
Woodlake	
TUOLUMNE COUNTY	Janet Myles
Sonora	
YOLO COUNTY	Jack Mahan
West Sacramento	
Winters	
YUBA COUNTY	Janet Myles
Marysville	
Wheatland	

- The asterisk indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

APPENDIX B

PUBLIC HEARINGS REQUIREMENT

ABOUT PUBLIC HEARINGS

A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. The only public hearing that must be held before the local governing body is the hearing prior to submitting an application for funding to CDBG. All other public hearings may be conducted by any designated employee or agent of the city or county who is knowledgeable about the program. Hearings are required at the following stages of a CDBG grant:

Before getting a CDBG grant

1. At project design phase
2. Before submitting an application for funding

During the term of a CDBG contract

1. Before making any program amendments involving more than 10 percent of the total program budget.
2. Before making any program amendments that constitute a change in policies, standards, or criteria for program implementation. Examples: changes to rehabilitation program guidelines, changes to economic development plans.
3. When adopting or revising a Program Income Re-use Plan.
4. Before spending any Program Income revolving loan fund where the expenditure has not been previously noticed to the public as part of the Program Income Re-Use Plan hearing process.
5. At the end of each program year, before submitting the annual Grantee Performance Report.

At the end of the CDBG contract term

Before submitting the final Grantee Performance Report and Certificate of Completion.

WHAT TO COVER IN THE PREAPPLICATION HEARINGS

It is important to fully disclose the following information to the public at the public hearings held prior to submitting the application to the Department

1. **At project design phase.** At least one public hearing must be held during the time when the jurisdiction is deciding for which local project(s) or activity(s) to apply for CDBG funding. Residents of the area where CDBG funds will be used should be encouraged to participate. At this hearing, the following information should be offered:

an explanation of the CDBG program

- an opportunity for attendees to ask questions and suggest possible uses of funds
- information about the amount of funding available, the range of possible activities that may be undertaken with CDBG funds, and the opportunities for citizen involvement as the program progresses.
- discussion of the national objective of benefit to Targeted Income Group (TIG) persons or other national objective
- information about plans to minimize displacement that may occur as a result of grant funding
- information that any assessments resulting from a CDBG-funded project will not be paid by members of the lowest Targeted Income Group and whether Targeted Income Group households who benefit from the project must pay any assessments
- an invitation for written comments and how to submit such comments
- information about the availability of technical assistance to groups representing TIG persons that request such assistance in developing proposals

2. **Before submitting an application for funding.** After the application has been prepared, and before it is submitted to the Department, the jurisdiction must hold a second hearing. At this time, the same information in the first six items listed above should be covered. In addition, the jurisdiction should:

- fully describe the proposed activity(s) in the application
- provide information about the amount of funding that is being requested
- describe where each activity will be carried out and how it will meet the national objective of benefit to TIG persons
- provide information on the estimated time schedule to accomplish the activity
- provide opportunity for attendees to comment on the program, subject to the applicant's normal rules governing public hearings.

NOTICING REQUIREMENTS

All hearings should be noticed as widely as possible and held at a time and place convenient to the public, with accommodations for persons with disabilities. Where a significant number of non - English persons can reasonably be expected to participate, the notice must be in the appropriate language(s) and provision should be made for interpreters at the hearing. Public notices always should contain the following information:

- **the time and place of the hearing**
- **the availability of a public information file about the CDBG program**
- **an invitation to submit written comments and guidance on where to send such comments.**

In addition to the information above, specific public hearings require specific information in the public notice.

1. At the **project design stage**, the Public Notice should contain information about:
 - the amount of CDBG funds available
 - the kinds of activities that are eligible for funding
2. At the **application submittal phase**, the Public Notice should contain information about:
 - the application's dollar amount
 - the activities being proposed
 - a relocation plan, if residents will be relocated as a result of the proposed activity
3. When any changes are made or actions are taken **during the term of the grant** that have not already been disclosed to the public, the notice should include:
 - information about the action being taken
4. Before submitting the final Grantee Performance Report **at the end of the CDBG contract term**, the notice should include:
 - notice that the accomplishments under the grant will be disclosed

RECORDKEEPING

The applicant/grantee should keep a record of all public hearings. The record should contain copies of the Public Notices, minutes of the hearings documenting that the contents of the Notice were discussed at the hearing, and a list of attendees. Attendees are not required to sign a sign-in sheet, but the file should show that a list was made available for sign-in at the start of the hearing. If attendees were present but did not sign or if no one attended, the file should so indicate.

DECISIONS REGARDING APPLICATION CONTENTS/GRIEVANCES AND COMPLAINTS

The local governing body has the sole discretion of deciding the contents of an application for funding. Any allegations made by any resident of the community that the procedural or legal requirements of the program are being violated should be thoroughly investigated. Any written complaints and grievances must receive a written response within 15 days where practicable.

SAMPLE NOTICE

A sample Public Notice for use at the project design stage follows on the next page.

SAMPLE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of _____ will conduct a public hearing by the City Council on Tuesday, April 4, 2000, at 8:00 p.m. at the City Hall Conference Room, _____ Street, to the discuss the Fiscal Year 2000 Community Development Block Grant program and to solicit citizen input.

Maximum award limits include a total of \$800,000 per year from the General and Economic Development Components combined. Up to \$500,000 per application per year may be awarded from the General and Economic Development Components. Grants up to \$35,000 per year from the General Planning and Technical Assistance allocation and \$35,000 per year for Economic Development Planning and Technical Assistance allocation may be awarded and do not count toward the \$800,000 cap. The Native American allocation is available for eligible activities in areas with concentrations of Native American Indians not federally recognized as an Indian tribe or rancheria. The amount of Native American funds available varies each year, and a grant from this allocation does not count toward the \$800,000 cap.

The five major activity categories are Housing-New Construction, Housing-Acquisition, Housing-Rehabilitation, Community Facilities/Public Services, and Public Works. Projects funded with CDBG allocations must carry out at least one of three National Objectives, as follows: Benefit to Targeted Income Group (TIG) persons, elimination of slums and blight, and meeting urgent community development needs.

The Community Development/Housing Department on behalf of the City of _____ anticipates applying for the maximum grant amount of \$800,000 under the General and Economic Development Components for housing rehabilitation and Reservation of Funds for small business loans as well as the maximum grant amount of \$70,000 from the General and Economic Development Planning and Technical Assistance Components.

The purpose of the public hearing will be to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to the City of _____, Community Development/Housing Department, _____ Street, _____, CA 95____ or you may telephone _____. In addition, information may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

**2000-2001 EF
State CDBG Program
APPLICATION PACKAGE REQUEST FORM**

State CDBG Program
P.O. Box 952054
Sacramento, CA 94252-2054

Please send a **2000-2001** CDBG Enterprise Fund Application and Training Manual to:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Fax number: _____

To the Applicant:

Mail or fax this Request form to:

Teresa Errington
State Community Development Block Grant Program
California Department of Housing and Community Development
P.O. Box 952054, MS 390-2
Sacramento, CA 94252-2054

Fax number: (916) 323-6016

NOTES: If you return this form and do not receive a mailing within one week, please call
the CDBG Program Secretary at (916) 445-6000.